



## Latin Sparks Event Coordinator

**Position:** Latin Sparks Event Coordinator

**Duration:** 6-month contract

**Start Date:** January 7, 2019

**End Date:** July 5, 2019

**Classification:** Part-Time (30 hours per week)

**Application Deadline:** December 14<sup>th</sup>, 2018 (11:59 PM)

**Location:** Ottawa

**Latin Sparks Festival™** is one of the largest Latin events in Canada gathering thousands of guests for a night of artistic entertainment, dance, food and culture. You will work alongside the Executive Director in the planning, coordination, and execution of the festival.

## Job Description

- ✓ **Research:** conduct research on a variety of topics including legislation, regulation, and funding in the events industry.
- ✓ **Event Conceptualization:** Assist in developing cultural content and entertainment to include in the event.
- ✓ **Sourcing & Logistics:** Support in the researching, sourcing and scheduling of suppliers in the areas of equipment, personnel, and services.
- ✓ **Staffing:** Help manage event personnel and service providers.
- ✓ **Post-Event Activity:** Follow up with event stakeholders and support in the collection of feedback from all partners.

## Who are you?

- ✓ You're well organized, self-disciplined, and a quick learner.
- ✓ You can multitask and have the ability to see the big picture.
- ✓ You love to brainstorm and to break any restrictions on what is 'possible'.
- ✓ You're a hustler! And you're not scared to get your hands dirty with hard work!
- ✓ You've got a winning personality! Seriously, we love our work because we love the people we work with. Smile, be personable and be happy!



## Eligibility Requirements

To be eligible for this job, you must meet the following requirements:

- ✓ Cannot already be employed more than 20 hours a week.
- ✓ Cannot be a full-time student, part-time students are eligible.
- ✓ Cannot quit a job to participate.
- ✓ Must be a resident of Ontario and a Canadian citizen.
- ✓ Must have worked in Canada at least 5 of the last 10 years and contributed to EI premiums through payroll deductions as well as earned more than \$2,000 per year.
- ✓ If you do not meet the 5-year eligibility, you are eligible if you established a regular benefit EI claim within the last 3 years.
- ✓ Preferably bilingual in English and French (verbal and written).

## How To Apply

E-mail your CV and Cover Letter (optional) to [work@latinsparks.ca](mailto:work@latinsparks.ca) with subject line "Event Coordinator". Application must be submitted before 11:59 PM on December 14<sup>th</sup>, 2018.